

Timesheet - Payroll

Hall County School System



Employee Name: _____ Employee ID# / Last 4 Digits of SSN: _____

School/Facility: _____ Position: _____

Are these hours in addition to your normal hours worked per day? Yes No

Week Ending	SUN <small># of hours</small>	MON <small># of hours</small>	TUE <small># of hours</small>	WED <small># of hours</small>	THU <small># of hours</small>	FRI <small># of hours</small>	SAT <small># of hours</small>	TOTAL <small># of hours</small>
<i>Hours must be entered in quarter hour increments (ex: .25, .50, .75, 1, 1.25, etc)</i>								

***Overtime is defined as hours actually worked in excess of 40 hours in a week. Overtime must be approved in advance by the Personnel Office.*

TOTAL REGULAR HOURS

TOTAL OVERTIME HOURS

Employee's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

DATE DUE IN PAYROLL OFFICE: SEE PAYROLL CALENDAR

FOR CENTRAL OFFICE USE ONLY:

OVERTIME RATE	x	OVERTIME HOURS	=	OVERTIME PAY
REGULAR RATE	x	REGULAR HOURS	=	REGULAR PAY
		TOTAL PAY		

Cleared Personnel: _____ Received in Payroll: _____